

Effective Date: 3/22/82
Revised: 6/99
Sept. 2012

Town Of Concord

APP #32
Use of Town Property

The following policy and procedures shall govern the use of Town property by community groups for fund raising purposes, and by commercial entities.

I. ELIGIBLE LOCATIONS:

Town property which is not under the control of the Natural Resources Commission (for conservation land use guidelines, see Appendix)

II. AUTHORIZATIONS BY:

Deputy Town Manager, with staff review when appropriate by the Police, Fire, Public Works, Planning and Land Management, and/or Municipal Light Departments.

Normal use of recreational facilities needs only to be authorized by the Recreation Director.

III. ADMINISTRATIVE REQUIREMENTS:

A. Community Groups

- a. Only non-profit groups are eligible.
- b. There may be no general admission fee.
- c. No alcoholic beverages are allowed.
- d. No gambling devices are allowed.
- e. There must be a release of liability to the Town.
- f. The group must include the Town of Concord as an additional insured in their event insurance policy (when applicable).
- g. The group must provide for trash pickup and control the site.
- h. Use will not be allowed between 9:00 pm and 9:00 am or

before noon on Sunday.

- i. The exact area will be designated by the Town.
- j. No animals or heavy amusement devices are allowed.
- k. The normal use of the area will have first priority and the authorization to a community group for a fundraising activity must be in an exact location, time and manner consistent with the primary use.
- l. No activity will be approved unless the group provides the Town with reasonable notice in order to perform staff review.

B. Commercial Entities

- a. The organization must submit a written request to the Town Manager's Office, including proposed location(s), time(s), date(s), and explanation of activities.
- b. The organization will compensate the Town by providing a reasonable, negotiated fee covering Town costs associated with public safety, clean-up, etc.
- c. The organization will not exceed the scope of any approved plan without further approval from relevant Town officials.
- d. The organization must release the Town from any liability associated with its activity.
- e. The organization must, when appropriate, name the Town of Concord as an additional insured in coverage(s) associated with its activities within the Town.
- f. No activity will be approved unless the organization provides the Town with reasonable notice in order to perform staff review.

Distribution: All Department Heads
All Boards/Committees

APPENDIX

CONCORD CONSERVATION LAND REGULATIONS

Town Conservation Lands are a part of Concord's heritage. The following regulations have been established to encourage passive recreational use while maintaining these areas in a natural condition now and for future generations.

1. There shall be no fires, except for camping/cooking purposes and with a written permit from the Natural Resources Commission and the Fire Department.
2. Overnight camping, activities after dark, or use by groups of 15 individuals or more at any time are expressly prohibited without written permission from the Natural Resources Commission. Such permits shall include the name and address of at least one responsible leader who will be present at all time, the total number of individuals expected and their intended activities. Permits will be issued at the discretion of the Natural Resources Commission.
3. Conservation Lands are open from one-half hour before sunrise to one-half hour after sunset.
4. Cars, trucks, or other motorized vehicles or tools are not permitted on Conservation Lands except as specifically authorized by the Natural Resources Commission. Parking shall only be in designated areas and during times when the lands are open.
5. No hunting, trapping, use of bow and arrow, or discharging of firearms is permitted within Conservation Lands except where specifically posted, in season with license, and in compliance with other applicable law.
6. Swimming is not permitted within conservation lands.
7. Public nudity is prohibited.
8. No person shall cut, break, remove, deface, defile or ill use any building, structure, fence, or sign.
9. Trails shall not be marked or cut, and no structures such as dams, lean-tos, cabins, towers, or rafts shall be constructed without written permission from the Natural Resources Commission.
10. Without written permission from the Natural Resources Commission, no trees, shrubs, flowers, grass, or other flora shall be picked, removed, cut, defaced or otherwise damaged; nor shall any bird or animal be willfully disturbed or endangered.

11. All litter, cans, refuse, bottles and trash shall be removed from the Conservation Land by the user unless placed in an official trash receptacle.

The foregoing Regulations shall be prominently posed on all conservation lands, published periodically in the Town's newspapers, shall be available to the public, and shall be given to all individuals seeking use permits.

Violation of the foregoing Regulations shall be punishable by a fine of not more than one hundred (\$100.00) dollars.

Natural Resources Commission, April 1974
Amended by Natural Resources Commission, July 28, 1982
Selectmen's Minutes, August 9, 1982
M.G.L. Chapter 40, Sec. 8C

Town of Concord
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